

Government of Jammu & Kashmir
Directorate of School Education
Kashmir

CIRCULAR

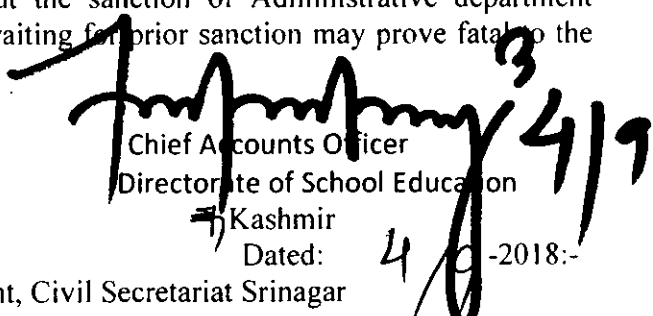
Subject: Reimbursement of expenses incurred on Medical Treatment

Attention of Chief Educational Officers and other territorial officers is invited towards the provisions of Medical Attendance cum Allowance Rules 1990 laying down there in the procedure for reimbursement of expenses incurred on the medical treatment.

Despite definite instructions in this matter, it has been observed that cases for reimbursement of expenses incurred on the medical treatment are being submitted in incomplete form in one way or the other, and this office faces tremendous difficulties in the process of scrutinizing these cases.

In order to ensure timely disposal of these cases, it is enjoined upon all the concerned officers to submit the cases duly examined in all respects, and for this purpose the cases be supplemented in the following manner.

1. Form I duly filled in by the applicant (by writting against each column) and signed by the applicant as well as the officer with whom he is attached
2. Form C duly signed by the officer with whom the applicant is attached
3. An abstract of vouchers showing therein serial No, Date of Vouchers, amount of vouchers and nature of charges i.e. consultation/medication/ pathological charges etc duly attested by concerned DDO
4. Admission cum Discharge Card of the Hospital showing therein admission and date of discharge.
5. Essentiality Certificate duly attested by Head of the Department of concerned Discipline
6. Vouchers/Abstract there of duly attested by Head of the Department of concerned Discipline
7. In case the patient is suffering from any life consuming disease, a certificate to this effect duly countersigned by Director Health Services Kashmir/Jammu, or Principal/Dean Govt. Medical College Srinagar/Jammu or Director SKIMS Soura Srinagar.
8. Dependence Certificate from concerned Territorial Tehsildar/Asstt. Commissioner Revenue in case the claim pertains to the family member living with the Government servant and wholly dependent upon him/her.
9. Medical reimbursement claims preferred after a period of two years shall out rightly be rejected and may not be referred to this Directorate .Medical claim should be preferred within a period of one year from the completion of treatment.
10. Medical Treatment outside the State without the sanction of Administrative department should be discouraged save as in cases where waiting for prior sanction may prove fatal to the patient.


Chief Accounts Officer
Directorate of School Education
Kashmir

Dated: 4/9-2018:-

No:-DSEK/Acct/4523

1. Secretary to Government Education Department, Civil Secretariat Srinagar
2. All Joint Directors of school Education Department Kashmir
3. All Chief Education Officers
4. All Zonal Education officers.